

## How to Book a GEB Rental On-Line

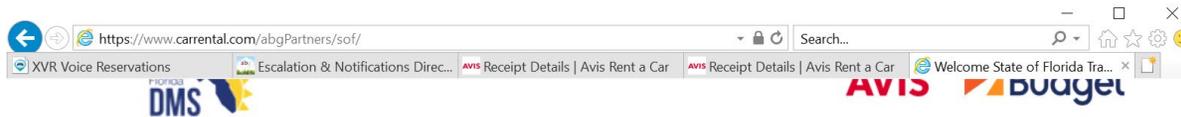
Go to <https://www.carrental.com/abgPartners/sof/>

Select Location for Pick up and Return – Being sure to click on the location when it appears.

Select Dates & Times for Rentals.

Select Business Travel or Leisure Travel

Florida Entity will pop up populate both boxes from drop down AWD & BCD will auto-populate



The Department of Management Services is pleased to announce Avis Budget Group as the State of Florida's supplier for rental vehicles.



<b>Pick-up</b>	
PARAMOUNT RESORT, GAINESVILLE, FL US (G1V)	
12/12/2020	12:00 PM
<b>Return</b>	
RETURN TO SAME LOCATION	
12/13/2020	12:00 PM
<input checked="" type="checkbox"/> Business Travel	<input type="checkbox"/> Leisure Travel
Florida Entity	
Division	
COLLEGES & UNIVERSITI	

Hit the **Find My Car** Button.

**Select the Vehicle you want**

The screenshot shows a web browser window with the URL <https://book1.carrental.com/dcweb/sl/#/availability?pickupDate=121220&returnDate=121320&pickupTim>. The browser tabs include "XVR Voice Reservations", "Escalation & Notifications Direc...", "AVIS Receipt Details | Avis Rent a Car", and "Book a rental car". The main content is a table of car rental options.

		
 Economy Car <a href="#">Show Details &gt;</a>	\$25.00 	
 Economy Car <a href="#">Show Details &gt;</a>		\$31.33 
 Compact Car <a href="#">Show Details &gt;</a>		\$40.76 
 Compact Car <a href="#">Show Details &gt;</a>	\$25.00 	
 Intermediate Car <a href="#">Show Details &gt;</a>		\$60.13 
 Intermediate Car	\$27.00	

This will take you to a summary page that will ask if you need insurances or extras Do not select anything - Scroll to the bottom of the page and click on **Continue**.

https://book1.carrental.com/dcweb/sl/#/renter?pickupDate=121220&returnDate=121320&pickupTime=1

First Name

Last Name

State issued email address

Phone Number (optional)

Cost Control (optional)

Compact Car  
Ford Focus or similar > [Modify](#)

Base Rate \$25.00

Taxes and Surcharges > \$3.89

Mileage Unlimited Free miles

**Estimated Total \$28.89**

Rate Rules Maximum 330 Day(s)

Notes  
Your rate was calculated based on the information provided. Some modifications may change this rate.

Payment Information

Select one of these options

- Pay later at the counter with a credit card
- Book with direct billing number (Enter Wizard number linked to central bill account)
- Use my Avis Preferred/Budget Fastbreak number (enter number below)

This is the screen where you will input the **First name and Last name** of the renter that will pick up the car.

State issued email address.

If you have a Cost Control you want to implement for your department you can enter that in the cost control field and it will show on the final receipt.

Select one of the Payment Options and a field will open up to input your Avis billing pin and/or Wizard Number.

**Click on Terms & Conditions**

Then Click on **RESERVE**

The Email that is populated and tied to your GEB/Billing PIN will receive the Avis Confirmation and the Final Receipt once the rental is returned by the renter.

### **How to Retrieve a Receipt**

Go to [www.avis.com](http://www.avis.com)

Roll over “Reservations” and you will get a drop down box – You want to click on “Get EReceipt”



AVIS <https://www.avis.com/en/home>



XVR Voice Reservations



Escalation & Notifications Direc...

AVIS Car Rentals from Avis, Book ...



Travel Safely and Flexibly

# AVIS<sup>®</sup>

RESERVATIONS

OFFERS

LOCATIONS

CARS & SERVICES

BUSINESS RENTALS

CAR SA

MAKE A RESERVATION

VIEW / MODIFY / CANCEL

GET E-RECEIPT

AVIS TRIPIT SERVICE

LIMITED TIME OFFER

**\$30 OFF**  
YOUR 3 DAY RENTAL

Input Renters last name tab to next field and input the reservation number (no spaces or dashes) Click on get receipt and when it

AVIS

RESERVATIONS OFFERS LOCATIONS CARS & SERVICES BUSINESS RENTALS CAR SALES HELP AVIS PREFERRED SIGN UP LOG IN

## CAR RENTAL RECEIPT

To request a receipt, please complete the fields below, or [log in](#) to your Avis profile and access your Past Rentals page. **If you are unable to retrieve your e-Receipt within 24 hours, please contact customer service at 1-800-352-7900 for further information.**

**Note:** Miles/Points can be added when viewing receipt.

Country Last Name Confirmation/Rental Agreement Number

U S A

Last Name is a required field.

GET RECEIPT

[-] Feedback

comes up you can print!

To Print toll receipts (Reminder they bill on a delay):

Go to: <https://www.htallc.com/>

Click on Statement Lookup

Select Rental Company

Input Last Name of Renter

Select Contract and input RA # or Select credit card and input first 6 and last 4 digits of credit card.\*\*\*While on that website you can sign up for Automatic Toll receipts.